# Contract Setup:

# Authorize Contracts

## Objectives

Authorize Contracts

Void Contracts

# Authorizing Contracts

After contracts have been downloaded from the Design Services System to HiCAMS, the Transportation Technical Aide or the Aide's backup in the Central Construction Unit reviews the contract information against the Letter of Execution and authorizes the contracts. This makes the contracts available in the system for other HiCAMS staff members to review and activate.

Contracts that have been downloaded from the Design Services System can be voided <u>only</u> if they have *not* yet been *authorized* in HiCAMS.

All of these tasks—updating contract information, authorizing contracts, and voiding contracts—are carried out in the same window.

## Authorizing Contracts

After contracts are downloaded from the Design Services System and verified, you receive a Letter of Execution for each contract. Using this letter, you add contract information that was not downloaded with the original data and authorize the contracts.

> **Note:**  *After you authorize a contract, you cannot void it.*

**Step 1:**   Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

**Step 2:**   Select **Functions→Contract Setup→Authorize Contracts**.

The Authorize Contracts window appears:



> *Tip:* *The information in this window is sorted by contract number in ascending order.*
>
> *To change the sort order or type, click on the corresponding column title.*

To authorize a contract, proceed with the following steps:

**Step 3:**   Click the contract.

The information for the contract that was downloaded from the Design Services System to the HiCAMS database appears in the bottom section of the window.

**Step 4:**   In the Availability Date section of the window, do one of the following:

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◆ If an actual availability date does **not** appear but an actual availability date is known, select the *Actual* radio button, click the corresponding calendar button and double-click the actual availability date in the **Calendar** window.

*Tip:*   *Alternatively, you can type the dates in the Actual field, using the format **MM/DD/YYYY**.*

*Note:*   *If the availability date is unknown the Design Services Item C*
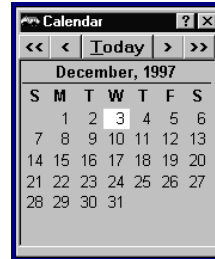


*listing can be reviewed to obtain the availability date information, based on the primary work order number.*

◆ To indicate that the contract availability date is the same as the contract execution date, select the Execution radio button.

*Tip:*   *This option may already be selected by default.*

◆ To enter an availability *range*, do the following:

   **1** Select the Range radio button.

   **2** Select the range of possible available dates by clicking in each of the blank date fields, then clicking the corresponding calendar buttons and double-clicking the desired dates in the **Calendar** window.
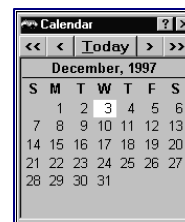


*Tip:*   *Alternatively, you can type the dates in the fields, using the format **MM/DD/YYYY**.*

**Step 4:** Click in the Execution Date field and select or enter the execution date for the contract.

**Step 5:** The Resident Engineer assigned to this contract (and Admin Division number) will be automatically populated. Check this information against the contract. If it is necessary to change the Engineer assigned, click the Staff List icon and select the appropriate name from the list.



For instructions on using the Staff List window, see "*Using the Staff List Window*" in "HiCAMS Getting Started."

**Step 6:** The bonding company assigned to this contract will also be automatically populated. Check this information against the contract. If a change is necessary, follow these steps:

    **1** Click the **Company** icon.

    **2** Narrow the search for the company by entering the partial name, city, or by selecting the state in which the company resides.

    **3** Click the **Retrieve** button.

    **4** Scroll through the list of companies and select the appropriate company.

    **5** Click **OK**.

The **Authorize Contracts** window displays; the company selected appears in the *Bonding Company* field.

**Step 7:** If the certification process for the contract involves Federal approval at each step, select the **Step By Step** check box. Otherwise, leave this check box blank.

**Step 8:** If a trust agreement establishing an escrow agent has been received for the contract, place a mark in the **Escrow Agent** check box, to indicate that an Escrow Agent exists.

**Step 9:** If the primary work performed on the contract is "Pavement/Resurfacing" select the **Contract Type** button

and select this item.  Select "Other" for any other type of work.

**Step 10:**  Review the contract for any additional work orders that appear on the contract and add them to the primary work order that is already listed.

**Step 11:**  Click the **Authorize** button at the bottom of the window.

The contract number and corresponding data disappear from the **Authorize Contracts** window.

## Voiding Contracts

In some instances, a contractor may fail to execute an awarded contract; therefore, no letter of execution is received for the contract. In these cases, the contract is voided.

*Note:* *A contract can only be voided in HiCAMS if it has **not** yet been* ***authorized***.

*After a contract has been voided, it can no longer be accessed in HiCAMS.*

**Step 1:**  Open the **Authorize Contracts** window, using the instructions in the section "*Authorizing Contracts,*" above.
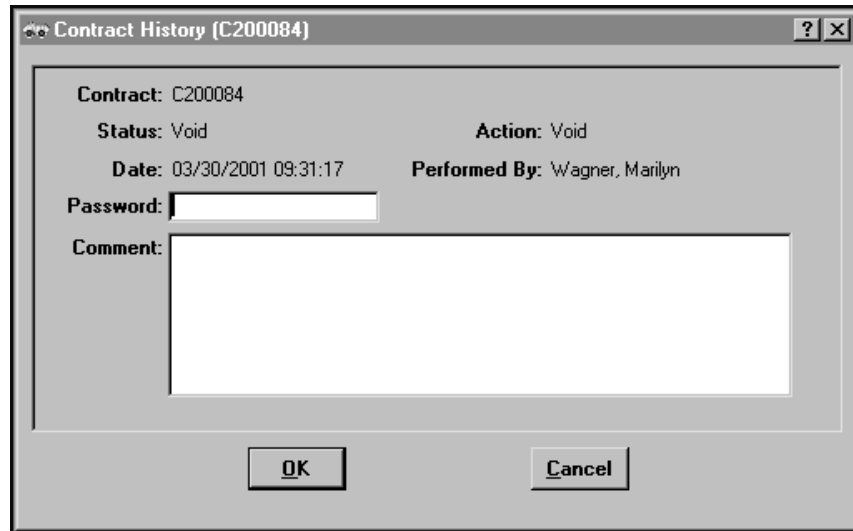
The **Authorize Contracts** window appears:

*Tip:* *Information in this window is sorted by Contract Number, in ascending order.  To change the sort order or type, click the corresponding column title.*

**Step 2:**  Locate the contract to void, using the scroll bar if necessary, and select it.

**Step 3:**  Click the **Void** button at the bottom of the window.

The Void Contract window appears:



Type your HiCAMS password in the *Password* field.

**Step 4:** Enter the reason for voiding the contract in the *Comment* field.

**Step 5:** Click **OK**.

The contract information disappears from the window and a message box appears, indicating that the contract has been successfully voided from the system.

### Required Fields

All of the fields that are available for data entry in the Authorize Contracts window are required fields.